

CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

Feb. 5, 2001

NEWS BRIEFS

WAKE-UP ON VALENTINE'S DAY WITH BOB BERRY

The next Wake Up Wednesday is Feb. 14 at 8:30 a.m. in the CHS Auditorium. Bob Berry from GSC will be here to present ***I Remember That!*** This fun and entertaining session helps improve memory skills. According to Wake-Up Wednesday coordinator, Priscilla McCowan, "It's great fun and really works!"

SAVINGS BONDS

Savings bond information and applications for payroll deduction will be available from your departmental timekeeper on Feb. 15. All applications for payroll deduction should be submitted to your departmental timekeeper.



TIP OF
THE
WEEK

February is Heart Month. The heart is perhaps the most important organ in the body. Here are a few hints for a healthy heart and good blood flow. Keep your weight within 10 percent of your ideal weight. Eat less than 3 grams (1-1/2 teaspoons) of sodium a day. Eat more fish and poultry than red meat and dairy products and get regular daily exercise. If you smoke, quit. Try to reduce stress.

Two New Deputy Commissioners Join Medicaid Services

Two new deputy commissioners with extensive health care backgrounds have been appointed in the Department for Medicaid Services.

Glenn Jennings, who had served as director of management information systems since 1999 for DMS, began last month as a



Jennings

deputy commissioner. George J. Graham, Ph.D., formerly the director for the Northern Kentucky Independent District Health Department, begins this week with DMS.

Jennings will oversee operations and finance issues while Graham will oversee program matters.

Jennings previously worked as a consultant for the TennCare Bureau in Tennessee and worked as director of operations and was temporarily appointed acting TennCare Bureau chief. He also worked for

First Health Services Corporation in Nashville and Richmond, Va.

Jennings, a Western Kentucky University graduate, began his

career working in data processing for Kentucky state government in 1974 and helped implement the Medicaid Management



Graham

Information System.

Graham has served as the Public Health Director in Northern Kentucky for the last 2 1/2 years. He has over 30 years of experience in varied senior executive positions that included positions with local public health, acute care hospitals, U.S. Army, and private sector Medicaid managed care. He was working as Northern Regional Manager for Blue Cross/Blue Shield of Arizona in Medicaid managed care before coming to Northern Kentucky.



Clean Up and Surplus Days Ahead

CHS offices in Frankfort will have a clean-up day on Friday, Feb. 9. Trash barrels will be placed around the complex.

On Monday, Feb. 12, there will be a surplus property day. Please

surplus any unnecessary items and clear hallways.

Offices are asked to submit lists of surplus items and tag numbers to Tootie Brown in POMB by Wednesday, Feb. 7.



Here Are Some Good Tips On Using That ProCard

At times, deciding what to purchase, and how, while following state government rules and regulations can be puzzling. Needless to say, learning the ropes can be a real challenge. Often a refresher is even welcome, especially when the guidelines are relatively new.

The procurement card program – ProCard — is a convenient and time-saving piece of the purchasing puzzle as long as we follow the proper procedures. ProCard improves the small purchase process by allowing cardholders to buy goods from any vendor that accepts MasterCard. This eliminates multiple vendor invoices, payments, and checks for small purchases.

Here are some tips to ensure correct ProCard use.

☐ Purchases can not exceed

\$1,000 including delivery, shipping and/or special handling charges. Transactions can not be split over time to avoid the \$1,000 limit.

- ☐ Do not use the card to pay for travel, entertainment related expenses, tobacco products, automotive gasoline, airline tickets, car rentals, hotels, restaurants, alcohol products, or 1099 reportable purchases, to name a few.
- ☐ Check the guidelines for buying food to serve during meetings.
- ☐ Always keep good records to document purchases. Get an itemized receipt for all purchased items and promptly forward the receipt to your



ProCard administrator.

ProCard administrators should expect annual on-site reviews. These examinations include looking at records for up to eight years to check for proper document maintenance and reviewing test invoices for transaction dollar limit, daily dollar limit, restrictive commodities and cardholder's transaction approval. The ProCard program is also subject to random audits by the Auditor of Public Accounts.

When in doubt about the appropriate use of a ProCard, call the Purchasing and Operational Management Branch, 502/654-6631 or consult CHS's policy and procedures on our website at <http://chs.state.ky.us/chs/procedures>.

American Cancer Society Offers Scholarships

The American Cancer Society's College Scholarship Program offers young cancer survivors an opportunity to pursue an undergraduate degree from an accredited university, community college or vocational-technical school.

Residents of Kentucky and other states are eligible if they are a U.S. citizen and have had a diagnosis of cancer before the age of 21. Applicants must be under 25 at the time of application and have been accepted at an accredited school

without condition.

The American Cancer Society, Mid-South Division's College Scholarship Program awards a \$1,000 scholarship per student per academic year. The awards are based on financial need, academic performance, community service and leadership.

Eligible students can contact the American Cancer Society at 1-800-ACS-2345 for an application packet. Applications are due March 1 for consideration for the 2001-2002 academic year.

Web Site Off To Good Start

The new CHS web site is off to a great start. Between Jan. 9-31, some 50,922 pages of the site were viewed.

As the site becomes better known, we expect usage to increase. Please remember to include the address -- <http://chs.state.ky.us/> -- on letterheads and publications.

Recycling Tips

A recycling tip: The wrappers for copy paper packages go in the trash, not the recycle bins.

File folders go into trash or "mixed" recycling paper bins.

